



Haberdashers' Aske's School —— for Girls ——

Applicant Information for the position of **Assistant Head of Junior School (Pastoral)**

for September 2020

Closing date for applications: Thursday 21 November 2019 (8am)

Interviews expected on: Wednesday 27 November 2019

Our School

Haberdashers' Aske's School for Girls is one of the eleven schools of the Worshipful Company of Haberdashers. We trace our roots back to the 17th Century when our founder, Robert Aske, established the principles that guide us to this day - we give talented and ambitious young people the opportunities they need to succeed in life.

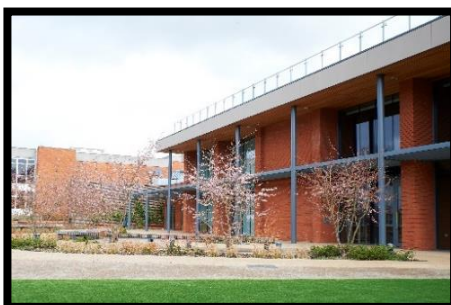
Our priority is the education of the whole person, amongst other bright, well-motivated students, taught by a highly qualified, committed staff. In partnership with parents, we try to provide every student with the intellectual, cultural, physical, moral, personal and spiritual resources she needs to give her confidence to go forward in a changing world.

Today, as a leading independent day school, we educate approximately 1,200 girls from the age of 4 to 18, including 320 in the Junior School and 220 in the Sixth Form. Admission to the School is by competitive selective assessment, and students enter at 4+, 7+, 11+ and 16+.

Our Site

The School occupies purpose-built facilities in a superb setting; 35 acres of playing fields and grounds, all within close reach of north London. The School operates an extensive coach network for use by students and staff, ranging from Harpenden in the north, St John's Wood in the south, Hertford in the east and Rickmansworth in the west.

The original school buildings date from 1974, but since then there has been an ongoing programme of development. Recent additions include Forest School for our youngest students ranging to state-of-the-art science laboratories in our new STEM building. In 2015 we opened our new Learning Resources Centre, Performance Space, Sixth Form café and Dining Hall.



Our Neighbours

One of the distinctive features of the School is the fact that we are based next door to The Haberdashers' Aske's Boys' School, and many families have children at both schools. Run separately, but enjoying the advantages of the same site, provides us with the best of both worlds – a single-sex education for our students whilst reaping the benefits of the opportunities for collaboration and joint activities.

Across the whole age range close links are forged with our counterparts. In the Sixth Form the Schools run a joint Enrichment programme to supplement the curriculum and, in some subjects, co-teaching has been established. It is intended that the option for greater co-educational teaching will be increased from September 2020 across the subject range offered at A Level.

The Schools also work closely together on an extra-curricular and co-curricular level, with joint trips, concerts and clubs taking place across the age ranges. Additionally, the Careers and Higher Education staff work closely to provide all students with unparalleled access to a range of alumni who provide guidance, expertise and practical opportunities as they approach the end of their time with us before heading off to university.

Our Results

Our outstanding results at all levels reflect the hard work and commitment of our students and the staff who support them. The majority of our students leave us to go on to take up places at the top universities and medical schools; a number accept Oxbridge places each year.

In 2019 our students achieved the following:

SATS: 71% scored 110+ in reading, grammar and maths

GCSE: 77% grade 9/8/A*, 92% grade 9/8/A* - 7/A

A Level: 30% grade A*, 74% grade A* - A

Our Staff

Our staff are drawn from a large catchment area which includes North London, Hertfordshire and Buckinghamshire. There is a strong sense of community amongst the staff, who are all members of the Staff Association which organises a number of social events throughout the year. Staff are able to make use of the School's swimming pool, fitness suite, badminton and tennis courts. Free school lunches are provided in term time, as is free use of the School's coach service where spaces are available.

The School staff body comprises 220+ employed staff (teaching and support), alongside visiting music teachers, coaches and volunteers. Staff foster excellent relationships with the students and are committed in supporting the provision of extra-curricular clubs, House events, school trips and other events.

The School is committed to supporting the continued professional development of its staff. As well as attending external INSET courses, a full and varied programme is offered in-house. Half-termly optional Learning Lunches and Twilight INSETs cover a vast array of academic, pastoral and career advancement training. There is a well-established Performance Related Pay Programme operating within the School which is closely linked to the professional development programme. The School supports staff in gaining relevant qualifications such as ISQAM, QTS, PhD, etc as resources allow. Additionally, several staff have recently embarked upon Action Research projects.

All new staff attend an induction programme of 40-minute weekly meetings with the Assistant Head (Staff Development) offering practical sessions to ease the transition to a new school. New staff are also assigned a Staff Buddy from outside their subject areas. The School has its own pay scale and salaries are above the National Pay Scale.



The Junior School

Here at the Haberdashers' Aske's School for Girls Junior School, we believe in a holistic school culture which prioritises the education of the whole person through creative, broad-based and independent learning. We value the pupils' personal, social, spiritual and physical development as much as their academic development.

When a child joins us at either 4 or 7, she becomes a Habs girl not just for the time she is in the Junior School (Reception to Year 6) but until she leaves us to go to university at 18. We share the whole school mission to prepare pupils for life beyond school and are proud to play our part in the early years of their journey to becoming independent, resilient, resourceful young women who have the confidence and skills to fulfil their dreams and ambitions.

The younger pupils benefit enormously from the role modelling, leadership and support of their older 'sisters' in the Senior School. They enjoy the continuity and peace of mind of a seamless transition between the two sections of the school at 11+. They also have the unique advantage of having good neighbours in Habs Boys' School with whom they share learning opportunities whilst retaining the benefits of a single sex school environment.

We are proud to be a diverse community in which people's differences and individuality, as learners as much as human beings, are cherished and celebrated. Above all we know that, whether learning through play, solving problems or overcoming challenges, our pupils enjoy their learning and genuinely have fun at school.

The Junior School Day

Pupils join the Junior School at 4+ (Reception) or 7+ (Year 3) or occasionally, space permitting, in another year group. Whenever they join, there is a broad and challenging curriculum for them to relish. We believe that the provision of opportunities for active and independent learning, with plenty of practical tasks and problem solving, is essential to enable our pupils to develop their understanding in the deepest sense.

Fun is a vital ingredient, as is the stimulus for discussion and debate. Parents are welcomed into the School to support the curriculum and to help on outings. Subject and class blogs provide regular information to parents about what their daughters are doing in school and there are curriculum evenings for parents to learn about our approach to specific subject areas and how they can best support the pupils at home; we firmly believe that pupils do best when parents and school are working in true partnership.



Follow us @habsgirlsjunior

The Role

The Assistant Head of Junior School (Pastoral), is a member of the Junior School Leadership Team, with broad operational and strategic responsibility for the leadership of the Junior School. The post will suit an inspirational, emotionally intelligent and impactful experienced primary school leader who wishes to take the next step in their career. The successful candidate will have a passion for leading the development of character, experience in leading pastoral, welfare and safeguarding aspects of school life so that pupils can thrive in a high achieving environment, and an excellent understanding of primary school pastoral care in the modern world.

Strategic School Aims and Objectives

- In consultation with the Head of the Junior School, lead and model the pastoral vision;
- Work closely with the rest of the Junior School ELT (Extended Leadership Team) to develop and monitor the strategic direction of the Junior School, also collaborating with colleagues in the Girls' Senior School to ensure a shared vision;
- Consider, recommend and implement innovations from research and practice to drive and enhance pastoral care;
- Assist in the preparation, promotion and implementation of school policies;
- In conjunction with ELT and all members of staff, be responsible for discipline and behaviour in the Junior School;
- Be prepared to participate in the interviewing of staff and pupils;
- Oversee the introduction of strategic direction on outreach and social responsibility.

Staff Development

- Be a role model for pupils and colleagues, promoting school values and ensuring that staff uphold the School's ethos through their styles of communication with pupils and parents;
- Lead colleagues on the wellbeing and character development of pupils;
- Contribute positively to their own annual review and performance management process, as well as that of other staff.

Pupil and Staff Welfare

- Oversee, advise, assist and direct as necessary in the planning, timing and attendance at key events in the academic year, demonstrating a clear understanding of and commitment to the Junior School priorities and the fair and appropriate division of work;
- In collaboration with the Head, ensure the wellbeing of staff in the Junior School;
- Provide advice to colleagues on matters relating to pupil and staff welfare;
- Lead on strategies and monitoring for addressing issues associated with attendance, absence and persistent absence in both the pupil and staff communities; monitor pupil and staff behaviour patterns;
- Lead and manage the pupil disciplinary processes and ensure appropriate and accurate records are kept;
- Promote the educational welfare of each pupil and encourage positive behaviour from every member of the school community;
- Represent the Junior School in all matters relating to the School's Parents' Guild;
- Support, coach, line manage, appraise and develop staff members in their pastoral duties and care for pupils;
- Lead and liaise with the Head and other members of staff as appropriate in the investigation of complaints from pupils, parents or staff;
- Work closely with colleagues to ensure the older pupils are ready for their transition to Senior School.

Any other reasonable and related activities at the discretion of the Head of the Junior School or Headmistress.

The Person

Haberdashers' Aske's School for Girls values its teachers. It expects the highest level of professionalism and knowledge of their subject area, and an ability to communicate their passion for the subject to its students. Staff should inspire trust and confidence, in students and colleagues alike, whilst creating a positive and stimulating learning environment.

Qualifications

Essential

- Good honours degree in a relevant subject area
- QTS, PGCE or equivalent

Desirable

- Full driving license
- First Aid training

Skills

Essential

- Experience of school management at a senior level within a highly successful independent preparatory school or state primary school
- Ability to think strategically
- Passion for pastoral care and associated developments
- Outstanding classroom practitioner with the ability to teach across the full range of primary years, Early Years to Year 6
- Excellent organisational skills
- Ability to work well within a team
- Excellent written and verbal communication

Desirable

- A sharp intellect to dissect problems and the creativity and positivity to identify solutions
- Innovative approaches to pastoral care
- Experience of offering good pastoral support
- Knowledge of using iPads to support Teaching & Learning

Qualities

Essential

- Inspiring, creative and highly able school leader
- Curiosity, team spirit, emotional intelligence, open mindedness, initiative, self-motivation and integrity
- An understanding of the value of independent learning
- Consideration of the wider school community
- Readiness to support extra-curricular activities within and outside the department, after school and at other times
- Flexibility and resilience
- Ability to inspire and motivate others

Desirable

- Interest in developments within Teaching & Learning
- Innovative approach to educating the whole pupil



Salary and Benefits

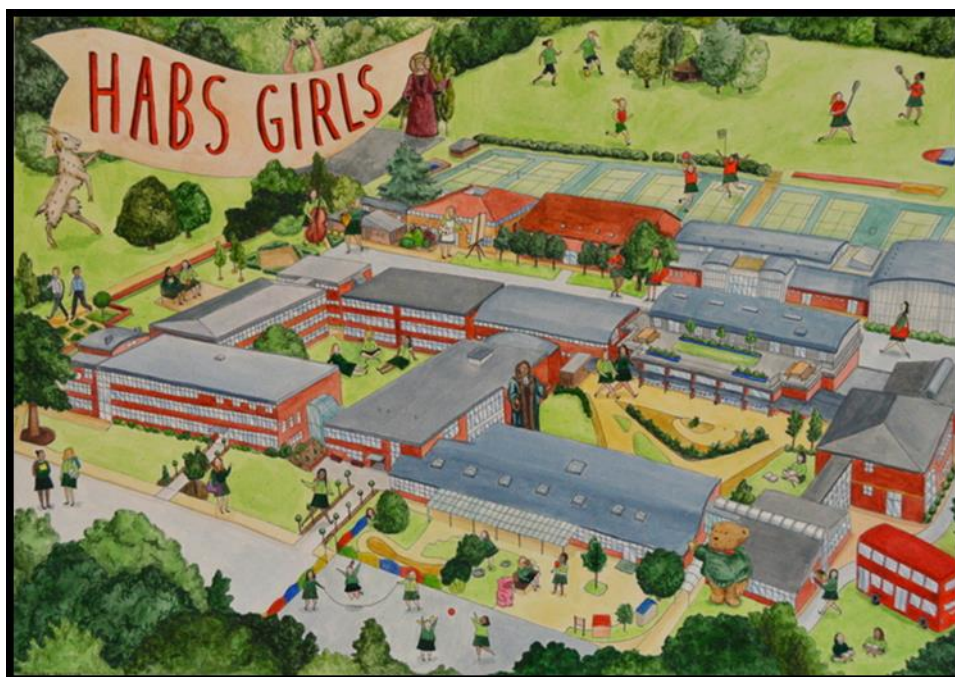
Haberdashers' Aske's School for Girls is one of the leading schools in the country and it recognises and rewards teaching excellence. We offer attractive salaries and pay progression when compared with the wider education sector and, specifically, with the independent sector, including providers like the Girls Day School Trust.

The School has a sophisticated salary structure which rewards experience, excellence and responsibility. The salary for the successful candidate will depend upon their qualifications and experience and will be discussed at interview.

Candidates should note that all appointments are subject to an enhanced check with the Disclosure & Barring Service and references from past employers.

In addition to salary other benefits of teaching at the School include:

- c.17 weeks holiday per year
- Access to the Teachers' Pension Scheme
- Additional life insurance cover
- Free lunch and refreshments during term time
- Free onsite parking or access to travel on the extensive school coach network free of charge
- Provision of a laptop/iPad
- Extensive professional development training opportunities
- Financial assistance for obtaining further qualifications
- Free access to sports facilities and well-being programmes for staff
- 66% discount on fees (pro rata for part-time staff) on fees for children attending the School or The Haberdashers' Aske's Boys' School
- Access to an Employee Assistance Programme



The Process

Haberdashers' Aske's School for Girls is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced DBS record check. Before you apply for this post please ensure that you have read our [Guidance](#), which can be found on the [Vacancies](#) section of our website.

Please complete an Application Form, which can be found on the Vacancies section of our website. The completed form can then be emailed to staffvacancies@habsgirls.org.uk Please note that CVs will not be accepted.

Closing date: Thursday 21 November 2019 (8am)

Interviews expected to be held on: Wednesday 27 November 2019

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

Haberdashers' Aske's School for Girls is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age.



**Haberdashers'
Aske's School**
— for Girls —

Aldenham Road, Elstree, Hertfordshire, WD6 3BT

staffvacancies@habsgirls.org.uk